

South Jordan City

Job Description

Title:	Engineering Inspector Supervisor	Effective Date:	1/1/17
Org:	100410	FLSA:	Non-Exempt
Pay Grade:	17	Workers Comp:	Municipal

GENERAL PURPOSE

Perform a variety of advanced duties related to planning, inspecting, coordinating and supervising all construction activities of public infrastructure projects, to include both the infrastructure required of private development and projects built directly by the city. Provide input on design and operational issues and assure projects are constructed in compliance with established local, state and federal standards.

SUPERVISOR

Assistant City Engineer

POSITION(S) SUPERVISED

Engineering Inspectors (as assigned)

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Provide direction and oversight of the performance of assigned inspectors to ensure quality control for the construction of city infrastructure projects within the City of South Jordan.

Exercise discretion and independent judgment when dealing with contractors.

Provide consultation and expert advice to City management, and investigate and resolve matters of significance on behalf of the City.

Assist with the planning, directing and coordination of public infrastructure projects, including: identifying and coordinating design changes and utility conflicts with City departments, contractors, developers, engineers and agencies; review applications for payment; respond to and resolve resident's complaints; assist with administration of construction contracts; moving projects through construction phase into warranty period and out of warranty period.

Manage and coordinate work activities of engineering inspectors as assigned.

Perform essential job functions of engineering inspectors as required.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from accredited college or university with an associate’s degree in construction management or related field;
 - AND
 - B. Four (4) years of experience related to above duties;

2. Special Qualifications:

Valid Utah Class D Drivers License
 Certification as a Public Works Inspector required within two (2) years of employment
 General Contractors License preferred
 One (1) year experience as an Engineering Inspector position with South Jordan City preferred

3. Knowledge, Skills and Abilities:

Knowledge of general construction principles and practices; understanding of the legal environment and liability associated with construction and the construction and maintenance of public infrastructure; modern methods, principles and practices of street construction and maintenance and the collection and delivery of culinary and secondary water; conveyance of storm water through storm drain systems; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principals involved in construction; principles of management and employee supervision.

Ability to operate a personal computer and Microsoft products.

Ability to communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, coworkers and the public.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Frequent physical activity related to walking, standing, stooping, sitting, reaching, and moderate lifting. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and critical thinking. Frequent travel required in course of performing portions of job functions.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Official & Admin
Location:	Engineering	EEOP Class:	Official & Admin
Group/BU:	General Pay Plan	Tech-Net Match:	None